

Jewish Vocational Service, a non-profit workforce development organization, seeks a full-time, experienced Academic and Career Coach to work collaboratively with members of the Business Services team as well as the employer partners to provide one-on-one and group career coaching services and instruction to a diverse spectrum of employees working in various industries with the goal of gaining skills and advancing their careers.

The Academic and Career Coach will assist employees in identifying and achieving their academic and career goals by providing guidance, information and support. The right candidate will 2-5 years' experience in counseling or training adults and have familiarity with careers ladders and professional advancement protocols. Knowledge of adult learning theory and community resources is highly desired as well as experience in a health care environment.

Work hours are generally 9-5 Monday through Friday (full-time 35 hours per week).

As a full-time employee, you will qualify for medical and dental insurance, 403(b), short and long term disability and life insurance. A robust paid time off plan is also part of the offering. Position is off-site in the Longwood Medical area and requires traveling to various employer locations utilizing either a car or public transportation.

If you wish to apply, please send a cover letter and resume to [resumes@jvs-boston.org](mailto:resumes@jvs-boston.org). Please indicate in your cover letter where you saw list listing.

JVS is strongly committed to diversity and a workplace environment that respects, appreciates and values employee differences and similarities. By providing and supporting a work culture that fosters and builds upon diversity and its strengths, JVS will better serve our local communities and continue to provide quality services.

JVS is an employment at-will organization and an equal opportunity employer committed to maintaining a work and learning environment free from discrimination on the basis of sex, race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws.

Additionally, JVS prohibits retaliation against an applicant or employee because he or she has engaged in protected activity under the statutes prohibiting discrimination in the workplace.